

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

15 July 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-064

POSITION: Packer (D1333P01) (WG-7002-06)

LOCATION: 101st Logistics Readiness Squadron, Bangor, Maine

SALARY RANGE: \$37,712 to \$43,952 per annum

CLOSING DATE: 31 July 2014

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Enlisted (**E7 and below**) Technicians in the Maine Air National Guard.

AREA II - All Enlisted (**E7 and below**) of the Maine Air National Guard.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience or training which demonstrates the knowledge of materials and hand tools associated with packing and the ability to follow directions.

SPECIALIZED EXPERIENCE: Must have eighteen (18) months experience for the WG-06, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Knowledge of different types of standard packing containers, protective devices, and cushioning, packing, and preservation materials.
2. Skill in using material handling equipment.
3. Skill in using standard formulas in determining proper containers.

4. Knowledge of storing, packing and shipping standard, hazardous and specialized equipment.

COMPATIBILITY CRITERIA: 2T0X1 NOTE: If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

MILITARY ASSIGNMENT: 2T0X1

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 6 months of experience. The education must have been in fields directly related to a Packer. **Applicant must provide a copy of an unofficial or official transcripts to receive credit.**

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017/COM (207) 430-6017 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY

MSG, MEARNG

Human Resources Specialist

(Recruitment & Placement/Compensation)

a. INTRODUCTION:

This position is located in the Distribution Section of the Deployment and Distribution Flight, Logistics Readiness Squadron, Mission Support Group, at an ANG Aviation Wing. Its purpose is to perform packing and repacking of items by a range of accepted packing containers, materials, devices, methods, and techniques.

b. DUTIES AND RESPONSIBILITIES:

- (1) Interprets packing manuals and specifications and determines containers, protective devices, cushioning materials, methods, and techniques needed for packing a variety of tools, parts, equipment, and other items, taking into consideration such factors as size, type, weight, fragility, hazardous materials, transportation mode, and destination of items. Determines requirements for special internal support systems, e.g., hangers, mounts, and brackets, and custom packs items by fitting containers around parts, equipment, and other items of unusual size and shape.
- (2) Constructs containers such as crates, boxes, cases and skids for use in shipment of items, utilizing blueprints when available to determine proper support requirements for items being prepared for shipment. Many items to be containerized are characterized by their irregular shapes, weight and size, and unbalanced nature requiring a determination of weight support points to prevent such items from shifting, moving, breaking loose, or becoming damaged. Selects the proper type and grade of wood, masonite, plastic or other materials needed and plans how to best utilize materials available taking into account the machining characteristics relative to strength splitting tendencies and fastening.
- (3) Determines proper identification, marking, labeling, and inclusion of shipping documents and special handling instructions on all shipments. Handles and certifies hazardous cargo in accordance with International Civil Aviation Organization regulations, International Air Traffic Association regulations, and Code of Federal Regulations 49 for required surface/air shipments.
- (4) Operates material handling equipment such as forklift and hand truck. Operates woodworking machinery such as cross-cut table and band saws and uses various hand tools such as a bander crimper, stapler, wire cutter, hammer, screwdriver, etc. Makes sure equipment and tools are utilized and maintained correctly to prolong life expectancy.
- (5) Enforces safety, fire, and housekeeping standards. Ensures safety procedures are followed when working with dangerous and hazardous cargo such as ammunition, radioactive, and corrosive material. Ensures compliance with safety regulations, such as AFR 127-12, Air Force Occupational Safety, Fire Prevention and Health (AFOSH) Program.
- (6) Assists the Traffic Manager as required in actions such as determining freight shipping requirements consistent with efficiency and transportation priorities; contacting local carriers for rates and arranging for pickup and delivery and ensuring the consolidation of shipments when necessary; procuring military and commercial passenger travel reservations and preparing travel documents; and preparing government bills of lading, ensuring that all safety/shipping restrictions are observed and notations are accomplished with MILSTAMP and MILSTEP directives. Blocks and braces cargo in/on carriers equipment to prevent damage during shipment. Has knowledge of transportation regulations,

methods and practices, and automated transportation data bases to perform a variety of both routine and specialized transportation assignments.

(7) Determines types/quantities of required packing materials and supplies and maintains inventory records of same. Performs monthly inventory of these supplies and materials for reporting and budgetary purposes.

(8) Performs other duties as assigned. May be required to assume the responsibilities of the supervisor during his/her absence.